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General Services proposed memo

4 December 1953

MEMORANDUM FOR: Inspector General

SUBJECT : Working Conditions in 350 - 26th Street Building
(Riverside Stadium)

1. Your report dated 25 November on the subject building has been reviewed by this office and the conditions reported therein have been discussed with Public Buildings Service engineers.
2. CIA officials and Public Buildings Service officials were aware at the time the Government acquired this building that certain of the conditions reported in your survey would arise. Recognizing these limitations, it was decided by competent authority that the acquisition of this building was the only solution to an acute space problem in CIA.
3. On your conclusions of the survey as reported, I would like to state that all eight (8) of the items were given serious consideration at the time this building was acquired. Continual study of these items has continued since occupancy and I would like to report progress to date. Your survey reports that conditions with respect to lighting, heating, space, and operational layouts are satisfactory. However, PBS did not consider the heating plan adequate and have just recently installed two-unit gas heaters which will give us a total of 150,000 b.t.u.
4. With regard to your recommendations, I would like to acquaint you with some of the attendant problems and what action can be taken to correct these deficiencies.

a. Cleanliness - Normal cleaning service presently being provided by PBS is limited by the allotment of funds for the cleaning of all Government buildings. Buildings are presently being cleaned on an area basis with light cleaning amounting to the emptying of ash trays and waste baskets accomplished nightly. Sweeping and dusting service is provided every other night. High cleaning, as defined by PBS consisting of cleaning light fixtures, bookcases, venetian blinds, window washing, and waxing of floors, is accomplished on a semi-annual basis. Commodes, urinals, and wash basins in toilets are cleaned on a daily basis.

PBS officials state that the above cleaning service is the maximum that can be provided within present allotments. Further, PBS may not accept funds from other Government Agencies to increase cleaning services as the Comptroller General has ruled that cleaning is a non-reimbursable item and, therefore,

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PBS is tantamount to supplementing General Services Administration appropriations.

b. Ventilation - The ventilation of this building is a subject of continual study by PBS engineers. The changing of air is presently accomplished by exhaust fans at each end of the building supplemented by 141 tons of air-conditioning equipment with heating coils which is used in ventilating the building. Further, ventilating grills have been installed in the ceiling and thirty-six (36) wall or pedestal fans have been installed for circulating the air. The PBS engineers state that the equipment now in use for the ventilation of this building is greater than that normally required for this type of space. Further, the engineers state that due to the immensity of the room and the type of lighting there will always be a haze which, in their opinion, has a psychological effect on people which leads them to believe that the air is not being changed. The engineers are still studying this situation and will take action whenever and wherever improvements can be made.

c. Flooring - PBS cleaning service officials recognize that they have been unable to obtain a highly polished surface on this asphalt tile floor. The research people of Public Buildings Service have tried several cleaning waxes on this floor without success. The tile absorbs the wax and leaves a dull finish which gives the appearance of being dirty. The research group does not recommend the use of varnishes, shellacs, lacquers, as they have found these to be more harmful than cleaning compounds or wax. The floor is now swept every third night, but until such time as a suitable wax is found the floor will continue to have the appearance of not being clean. I believe it was brought to the attention of personnel conducting the survey that the installation of a concrete sub-flooring in the Machine Division is in process. We have taken action with Public Buildings Service to improve the appearance at the entrance way to the building. Similar action has been taken in connection with the painting of toilet rooms. PBS exterminator services have been utilized following each complaint of mice and insects in the building. PBS has now agreed to increase this service on a monthly basis, or more often if required.

L. K. WHITE
Acting Deputy Director
(Administration)

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